



## Agency Personnel Registration: Registration Requirements, Instructions, and Frequently Asked Questions

### Registration Requirements

The following section provides information on the statutory agency registration requirements. A new agency must disclose the following agency registrations on their New License Application. Agencies already holding a Colorado license must maintain these registrations and ensure that the information is current.

- 1. Responsible Producer (RP)**  
The agency must have exactly one responsible producer who is (a) a company officer, partner or director, and (b) who currently holds an active Colorado insurance license.
- 2. Registered Producer**  
The agency must have a registered producer who is licensed in Colorado for each qualification that the agency holds. This producer(s) can be registered as a responsible producer, an officer, partner, or director or an agent.
- 3. Officer, Partner, or Director Registration**  
The agency must register all licensed and unlicensed partners, officers, and directors.
- 4. Agency Personnel Registration**  
The agency must register all producers as agents.

### Registration Instructions

The following section provides instruction on where to obtain a list of the agency's registered producers and how to register or inactivate a producer registration.

Please note when registering an unlicensed officer, partner, or director, you must submit the Agency Personnel Registration/Cancellation Form located on the Pearson VUE website at <http://www.asisvcs.com/publications/pdf/600606.pdf>. This form is only accepted for the registration of unlicensed personnel.

#### Obtain a List

1. Log on to the web at [www.sircon.com/colorado](http://www.sircon.com/colorado).
2. Select **Check Your Status with a State**.
3. Select **Firm** in the **Status Inquiry** row.
4. Choose **Colorado** from the **State** drop down menu.
5. Enter the **EIN** and Colorado **License Number** of the agency.
6. Select **"Submit"**.
7. No fee is required. Select **Continue**.
8. The agency's registrations will be listed under **Individual Associations**.

#### Register a Producer

1. Log on to the web at [www.sircon.com/colorado](http://www.sircon.com/colorado).
2. Select **Maintain Your Firm Association**.
3. Enter the agency **EIN** or Colorado **License Number**.
4. Enter **State (CO)**.

5. Select **Search**.
6. In the **Action** dropdown box, select **Create**.
7. Enter the **SSN** and **Last Name** of the producer that is being registered.
8. Select **Continue**.
9. In the **New Association** field, select one the following registration types:
  - a. **Responsible Producer**- Select to register a Responsible Producer who is a company officer, partner, or director. Please note you must also create an Officer registration for the responsible producer.
  - b. **Officer** - Select to register a company officer, partner, or director.
  - c. **Agent**- Select to register a licensed producer who is **not** a company officer, partner or director or the responsible producer.
10. Select **Create Association**.
11. Enter **Position**, if applicable.
12. Enter **Begin Date**.
13. Select **Submit**.
14. Select **Continue** on the Fee Summary Page. There is no fee required.
15. Once your request is complete, the following message will appear:

**YOUR REQUEST HAS BEEN SUCESSFULLY SUBMITTED.**

16. If you have a license renewal pending the completion of agency registration, be sure to contact Pearson VUE to resume processing your license renewal application.

### **Inactive a Registration**

1. Log on to the web at [www.sircon.com/colorado](http://www.sircon.com/colorado).
2. Select **Maintain Your Firm Association**.
3. Enter the agency **EIN** without the hyphen or Colorado **License Number**.
4. Enter **State** (CO).
5. Select **Search**.
6. In the **Action** drop down box, select **Terminate**.
7. Enter the **SSN** and **Last Name** of the producer whose registration is being inactivated.
8. Select **Continue**.  
All of the active registrations for the producer will appear. If more than one active registration exists, click in the box next the registration being inactivated.
10. Enter the **End Date**.
11. Select **Terminate Association**.
12. Select **Continue** on the Fee Summary Page. There is no fee required
13. Once your request is complete, the following message will appear:

**YOUR REQUEST HAS BEEN SUCESSFULLY SUBMITTED.**

14. If you have a license renewal pending changes to agency registration, be sure to contact Pearson VUE to resume processing your license renewal application.

### **Frequently Asked Questions**

1. **Must the RP hold a Colorado license?**  
Yes, the RP must hold an active Colorado license but it may be either **RESIDENT OR NON-RESIDENT**.
2. **Must the RP be an officer or director?**  
Yes, the RP must be an officer or director and must also hold a RP Registration and an Officer registration.
3. **Can the agency have more than one RP?**  
No, Colorado requires that one person be designated.

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**4. Must the RP hold the same lines of authority as the agency?**

No, the RP can hold any line of authority. HOWEVER, there must be one producer registered with the agency with the line or lines of authority of the agency.

**5. Must all affiliated producers with the agency be listed?**

Yes, this can be done electronically in Sircon.

**6. Is there a fee for affiliation of producers?**

No, there is not a fee for producer registration.

**7. What lines of authority must registered producers hold?**

The registered producers may hold any line of authority. HOWEVER, A PRODUCER MUST HOLD THE LINE OF AUTHORITY FOR THE AGENCY. IF THERE IS MORE THAN ONE LINE OF AUTHORITY FOR THE AGENCY, THERE MUST BE AT LEAST ONE PRODUCER HOLDING EACH OF THE LINES OF AUTHORITY.